



Work Opportunity Tax Credit Employer Registration Instruction

Please contact us at 844.216.8495 or WOTC.info@tn.gov with any questions

1. Go to <https://wfs.tdlwd.tn.gov/eWOTC/>
2. Click on the Apply Now link to get started

A screenshot of a web browser displaying the eWOTC (Employer Work Opportunity Tax Credit) registration page. The browser's address bar shows the URL: https://ecmatstest.tn.gov/eWOTC/views/eWOTCHome.jsf;jsessionid=28C5E7A1B22C61E0957ED598B7EB71B9.ecmatstest1. The page header features the TN logo and the text "Work Opportunity Tax Credit WOTC". The main content area is divided into three columns: "Employers", "Consultants", and "State Coordinator". Each column contains a description of the account type, a "Sign In" button, and an "Apply now" button. An arrow points to the "Apply now" button in the "Employers" column. Below these columns is a section with links: "Eligibility Requirements", "Target Groups and Documentations Required", "Forms", "Learn More", and "Contact Us". The "Contact Us" section includes a "Call Us" button with the phone number (844) 216 8495 and an "Email Us" button with the email address WOTC.INFO@TN.GOV. At the bottom right, there is a chat widget with a speech bubble icon and the text "Chat with us" and "Type your message here".

3. Enter the FEIN number and hit the enter key to verify that you do not currently have an account

The screenshot shows the 'EMPLOYER' registration page for the Tennessee Work Opportunity Tax Credit. The page header includes the TN Department of Labor & Workforce Development logo and the title 'WORK OPPORTUNITY TAX CREDIT EMPLOYER'. A 'Home' link is visible in the top left. The form is divided into several sections:

- Check if Employer Exist:** Contains a text input for 'FEIN' and a red instruction: 'Please verify if Employer exists by entering FEIN here before you proceed further.'
- Employer Information:** Contains multiple text inputs for: * FEIN, * Company Name, * Address 1, * Address 2, * City, * State (a dropdown menu), * Zip 1, * Phone number, and Fax number.
- Contact Information:** Contains text inputs for * Contact Person's Name and * Contact Person's Email Address.
- Notification:** A text block explaining email notifications and a dropdown menu labeled '--Select Notification Type--'.
- Legal Forms Holder:** Contains explanatory text about legal forms holders, instructions on how to designate the company, and a checkbox labeled 'My Company will be the legal forms holder of original signature documents as listed above'.
- User Information:** A section at the bottom of the form.

If you have an existing account, the employer information will be populated in the employer information field. In this instance you will need check with the contact person to have a user account set up for you.

4. If your account is not already in the system, please fill in the fields marked with red asterisks and click on the submit button at the bottom of the page.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/EmployeeRegistration.js?faces-redirect=true

Check if Employer Exist

FEIN : 562314258 Please verify if Employer exists by entering FEIN here before you proceed further.

Employer Information

* FEIN : 562314258 * Company Name : XYZ Company

* Address 1 : 345 Smith Street Address 2 :

* City : Nashville * State : TENNESSEE

* Zip 1 : 37228 * Phone number : 6150000000

Fax number :

* Contact Person's Name : James Doe * Contact Person's Email Address : wotc.info@tn.gov

Please select one of the option if you wish to be notified by Email when a decision was made on your applications. You can always make changes to your selection from your profile management.

--Select Notification Type--

--Select Notification Type--

For Every Decision

Once Daily

Legal Forms Holder

A legal forms holder must be designated to hold(maintain) original signature documents (IRS 8850, E documentation) for a period of five years from the year that the tax credit is filed by the employer. When your company is designated as the legal forms holder, you are authorized to enter data from the original signature documents and submit this information electronically to the TN WOTC program Coordinator.

If you choose to be designated as the legal forms holder, click the checkbox below.

If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize automated WOTC system to print documents. Send the original signature documents (IRS 8850, ETA 9061, and any supporting documentation) to the TN WOTC program Coordinator.

☐ My Company will be the legal forms holder of original signature documents as listed above

User Information

* Login ID : jamesdoe * First Name : James

* Last Name : Doe * Email Address : WOTC.INFO@TN.GOV

* Phone Number : 6150000000 Phone Extension :

Fax Number : Fax Extension :

* Password : * Verify Password :

Submit

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5. You will receive a notification that your online application has been processed and you will receive two emails verifying your approval.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/EmployerRegistration.js?faces-redirect=true?

Check if Employer Exist

FEIN : Please verify if Employer exists by entering FEIN here before you proceed further.

Employer Information

* FEIN : * Company Name :
* Address 1: Address 2:
* City : * State : Select ---
* Zip 1 : * Phone number :
Fax number :

* Contact Person's Name : * Contact Person's Email Address :

Please select one of the option if you wish to be notified by Email when a decision was made on your applications. You can always make changes to your selection from your profile management. Select Notification Type

Legal Forms Holder

Your request is processed successfully!!!

Your request to access the WOTC online application have been processed successfully. You will receive an Email upon successful verification and approval by WOTC admin.

and submit this information electronically to the TN WOTC program Coordinator.
If you choose to be designated as the legal forms holder, click the checkbox below.
If you do not choose to be designated as the legal forms holder,
you will not submit data electronically, but you can utilize automated WOTC system to print documents. Send the original signature
documents (IRS 8850, ETA 9061, and any supporting documentation) to the TN WOTC program Coordinator.

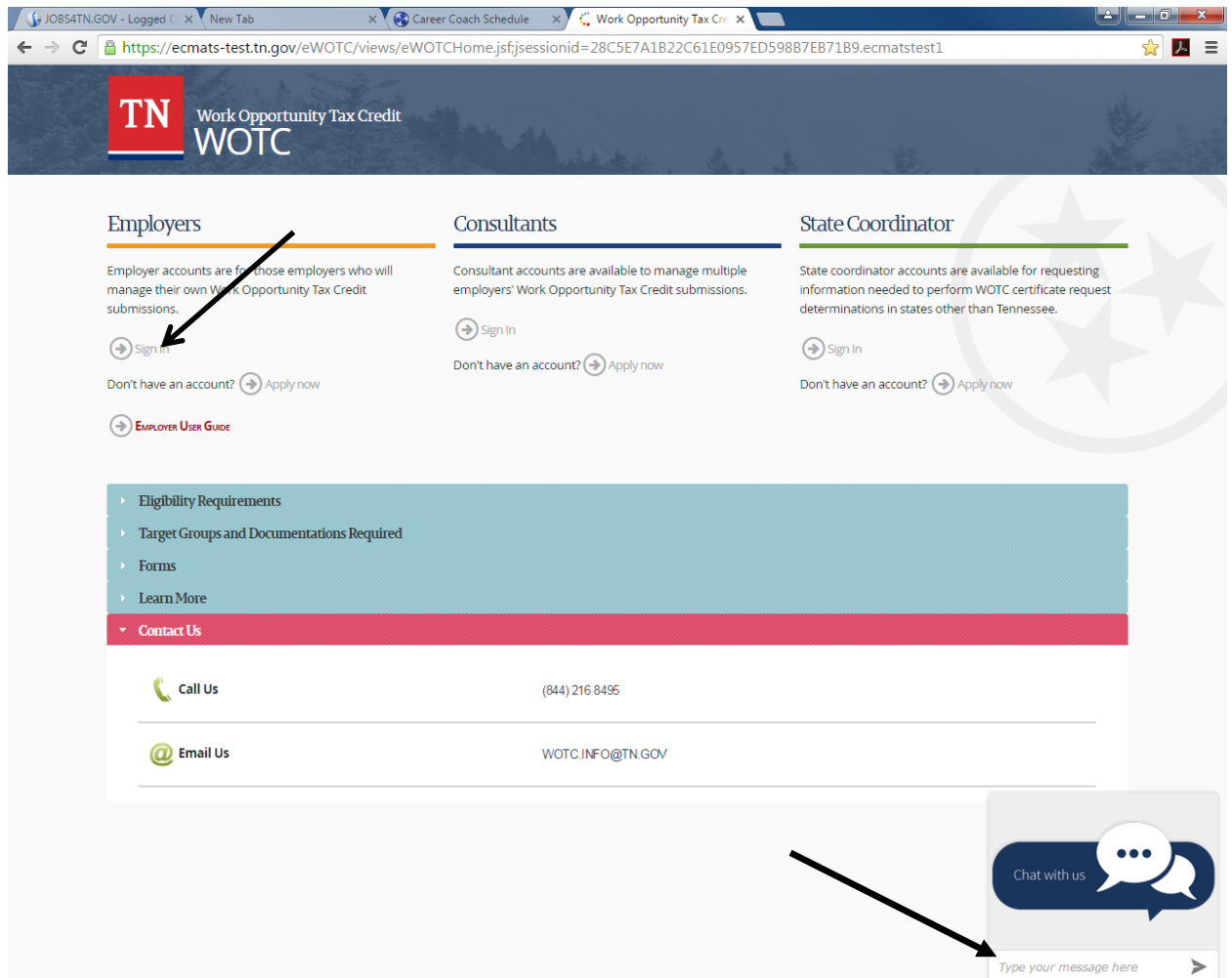
☐ My Company will be the legal forms holder of original signature documents as listed above

User Information

Department of Labor and Workforce Development | 220 French Landing Drive | Nashville, Tennessee 37243

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6. Once the verification emails have been received, go to <https://wfs.tdlwd.tn.gov/eWOTC/> and click on sign in



7. Enter your user name and password and click on login

The screenshot shows the 'EMPLOYER SIGN-IN' page of the TN Department of Labor & Workforce Development. The header features the TN logo and the text 'Department of Labor & Workforce Development' on the left, and 'WORK OPPORTUNITY TAX CREDIT' in large white letters on a dark blue background on the right. Below the header, there is a navigation bar with a 'Home' link and the word 'EMPLOYER' in green. The main content area is light gray and contains a central sign-in box. The sign-in box has a dark blue header with 'EMPLOYER SIGN-IN' in yellow. It includes a 'Username' field with the text 'johndoe', a 'Password' field with masked characters, a 'Login' button with a lock icon, a link for 'Forgot your Password?', and a red link for 'Don't have an account? Apply now'. A large, faint circular logo with three stars is visible in the background on the right side of the page.

TN Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

Home EMPLOYER

EMPLOYER SIGN-IN

Username
johndoe

Password
.....

Login

[Forgot your Password?](#)

[Don't have an account? Apply now](#)

8. Click the arrow down next to WOTC applications, and choose My WOTC Applications to add documentation, check the status of an application, or view or print a certification or denial letter. Choose Add New WOTC Applications to create a new application.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/EmployerHome.jsf

TN Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard WOTC Applications EMPLOYER JAMES DOE Logout

My WOTC Applications
Add New WOTC Applications

WOTC Application Information

Fiscal year	Total Application	Approved	Denied	Need ICF	Pending Documentation
No records found.					

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9. To add a new application, enter all of the information marked with a red asterisk in each section below. Once the Employee info is entered, click the next button.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf

TN Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard WOTC Applications EMPLOYER JAMES DOE Logout

Employee Info 8850 - Page 1 8850 - Page 2 ICF 9061 Form Confirmation

Employee Details

* SSN :	<input type="text"/>	* First Name :	<input type="text"/>	* Last Name :	<input type="text"/>
Birth Date :	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>	* Address 1 :	<input type="text"/>	Address 2 :	<input type="text"/>
* City :	<input type="text"/>	* St :	<input type="text" value="-Select-"/>	* Zip 1 :	<input type="text"/>
Employee Email Address :		<input type="text"/>			

Next

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10. Fill out the 8850 –Page 1 information by checking the boxes that apply. In the Signature section, be sure to check in the signature box and enter the date. Click on the next button.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf

Employee Info 8850 - Page 1 8850 - Page 2 ICF 9061 Form Confirmation

8850 Details - Page 1

☐ 1) Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

☐ 2) Check here if any of the following statements apply to you.

- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
- I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (foodstamps) for at least a 3-month period during the past 15 months.
- I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
- I am at least age 18 but not age 40 or older and I am a member of a family that:
 - a. Received SNAP benefits (food stamps) for the past 6 months; or
 - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, but is no longer eligible to receive them.
- During the past year, I was convicted of a felony or released from prison for a felony.
- I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
- I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.

☐ 3) Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.

☐ 4) Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.

☐ 5) Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.

☐ 6) Check here if you are a member of a family that:

- Received TANF payments for at least the past 18 months; or
- Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; or
- Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

Signature - All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

* Job Applicant's Signature : ☐ Select check-box in lieu of your signature

* Date : MM/DD/YYYY

Back Next

11. The employer details will be automatically populated and cannot be changed. Filling in the date applicant section and the employers signature section is required. The final date listed in the employers signature section will be auto populated and cannot be changed. The name of the person signing in this section cannot be the applicant name, but should be the company representative's name. Click the next button.

The screenshot shows a web browser window with the URL <https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf>. The page header includes the Tennessee Department of Labor & Workforce Development logo and the title "WORK OPPORTUNITY TAX CREDIT". The user is logged in as "JAMES DOE" and is viewing the "EMPLOYER" section.

The form is divided into several sections:

- Employee Info**: 8850 - Page 1, 8850 - Page 2 (highlighted), ICF 9061 Form, Confirmation.
- Employer Details - For Employer's Use Only**:
 - FEIN: 562314258
 - Company Name: XYZ COMPANY
 - Contact Person's Name: JAMES DOE
 - Telephone #: 6150000000
 - Employer's Contact Email: WOTC.INFO@TN.GOV
 - Address: 345 SMITH STREET, , NASHVILLE, TN 37228
 - A checkbox for "If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6)".
- Date Applicant**:
 - * Gave Information : MM/DD/YYYY
 - * Was Offered Job : MM/DD/YYYY
 - * Was Hired : MM/DD/YYYY
 - * Started Job : MM/DD/YYYY
- Employers Signature**:
 - A green box with a declaration: "Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group."
 - * Employer's Signature : ☐ Select check-box in lieu of your signature
 - * Name of Person Signing
 - * Title
 - * Date : 03/15/2016

Navigation buttons: Back, Next.

12. Fill out the 9061 form. Every field marked with a red asterisk is required.

The screenshot displays a web browser window with the URL <https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf>. The browser's address bar shows the page title "Work Opportunity Tax Credit" and the user is logged in as "JAMES DOE". The page features a navigation bar with tabs: "Employee Info", "8850 - Page 1", "8850 - Page 2", "ICF 9061 Form" (highlighted in yellow), and "Confirmation". Below the navigation bar, the "APPLICANT INFORMATION" section contains a required field (marked with a red asterisk) for question 8: "Have you worked for this employer before?". This field includes radio buttons for "Yes" and "No", and a text input for the last date of employment if "Yes". The "APPLICANT CHARACTERISTICS FOR WOTC TARGET GROUP CERTIFICATION" section follows, containing several required fields (marked with red asterisks): question 10 for "Starting Wage(Per Hour)" with a dropdown menu; question 11(a) for "Position" and question 11(b) for "Occupation" with dropdown menus; question 12 for "Are you at least age 16, but under age 40?"; question 13 for "Are you a Veteran of the U.S. Armed Forces?"; and question 14 for "Are you a member of a family that received Supplemental Nutritional Assistance Program (SNAP) (Food Stamps) benefits for the 6 months before you were hired?". Each of these questions includes radio buttons for "Yes" and "No". Some questions also include additional text input fields for details like "name of primary recipient" and "city and state where benefits were received". The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 10:15 AM on 3/15/2016.

Work Opportunity Tax Credit

<https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf>

WOTC Dashboard WOTC Applications EMPLOYER JAMES DOE Logout

Employee Info 8850 - Page 1 8850 - Page 2 ICF 9061 Form Confirmation

APPLICANT INFORMATION

* 8. Have you worked for this employer before?

☐ Yes ☐ No

If YES, enter last date of employment : MM/DD/YYYY

APPLICANT CHARACTERISTICS FOR WOTC TARGET GROUP CERTIFICATION

* 10. Starting Wage(Per Hour) -----Choose Wage-----

* 11(a). Position

* 11(b). Occupation -----Choose Occupation-----

* 12. Are you at least age 16, but under age 40? ☐ Yes ☐ No

* 13. Are you a Veteran of the U.S. Armed Forces?

☐ Yes ☐ No

If NO, go to Box 14.

* If YES, are you a member of a family that received SNAP (Food Stamps) benefits for at least 3 months during the 15 months before you were hired?

☐ Yes ☐ No

If YES, enter name of primary recipient city and state where benefits were received -Select-

* OR, are you a veteran entitled to compensation for a service-connected disability?

☐ Yes ☐ No

* If YES, were you discharged or released from active duty within the year before you were hired?

☐ Yes ☐ No

* OR, were you unemployed for a combined period of at least 6 months during the year before you were hired?

☐ Yes ☐ No

* 14. Are you a member of a family that received Supplemental Nutritional Assistance Program (SNAP) (Food Stamps) benefits for the 6 months before you were hired?

☐ Yes ☐ No

* OR, received SNAP benefits for at least a 3-month period within the last 5 months But you are no longer receiving them?

☐ Yes ☐ No

If YES to either question, enter name of primary recipient city and state where benefits were received -Select-

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13. Sources for documentation are not required to be described, however the box certifying the information is true and correct must be checked. Click the next button when this page is complete. At least one of the questions 13-22 must be answered “yes” in order to submit the application.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf

Federal State

* 18. Do you live in a Rural Renewal County (RRC)?
☒ Yes ☐ No

* 19. Do you live in an Empowerment Zone and are at least age 16, but not yet 18, on your hiring date?
☐ Yes ☒ No

* 20. Did you receive Supplemental Security Income (SSI) benefits for any month ending within 60 days before you were hired?
☐ Yes ☒ No

* 21. Are you a veteran unemployed for a combined period of at least 6 months (whether or not consecutive) during the year before you were hired?
☐ Yes ☒ No

* 22. Are you a veteran unemployed for a combined period of at least 4 weeks but less than 6 months (whether or not consecutive) during the year before you were hired?
☐ Yes ☒ No

23. Sources used to document eligibility: (Employers/Consultants: List all documentation provided or forthcoming. SWAs: List all documentation used in determining target group eligibility and enter your initials and date when determination was made.)

☒ I certify that this information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification.

Signature

* 24(a). Signature :
☒ Select check-box in lieu of your signature

* 24(b). Indicate with a TICK who signed the form
☒ Employer
☐ Consultant
☐ SWA
☐ Participating Agency
☐ Applicant
☐ Parent/Guardian (if applicant is a minor)

* 24(c). Date :
03/15/2016

Back Next

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14. The confirmation screen will be displayed. If the information is not correct, please hit the back button to correct any info as needed. Click the submit button.

Work Opportunity Tax Credit

Department of Labor & Workforce Development

WOTC Dashboard WOTC Applications EMPLOYER JAMES DOE Logout

Employee Info 8850 - Page 1 8850 - Page 2 ICF 9061 Form Confirmation

Confirmation

Employee Details	Employer Details	Application Details	Consultant Details
SSN: 235641892	FEIN: 562314258	Gave Information: 03-01-2016	
First Name: SAM	Company Name: XYZ COMPANY	Was Offered Job: 03-04-2016	
Last Name: WINCHESTER	Representative: JAMES DOE	Hire Date: 03-07-2016	
Birth Date: Thu Aug 16 00:00:00 CDT 1956	Address 1: 345 SMITH STREET	Start Date: 03-09-2016	
Address 1: 123 SUPERNATURAL DRIVE	Address 2:	Occupational Code: 06	
Address 2:	City: NASHVILLE	Start Wage Code: 03	
City: NASHVILLE	State: TN		
State: TN	Zip: 37228		
Zip: 37228	Phone: 6150000000		

Submit

Back

15. You will now have the opportunity to enter any further applicant's information as needed. When done, click the logout button.
16. You will have 90 days to upload any needed documentation.

17. To enter documentation, check the status, or view or print certs or denials, click on My WOTC Applications

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Employer/EmployerHome.jsf

TN Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard WOTC Applications EMPLOYER JAMES DOE Logout

My WOTC Applications
Add New WOTC Applications

WOTC Application Information

Fiscal year	Total Application	Approved	Denied	Need ICF	Pending Documentation
2016	1	0	0	0	1

https://ecmats-test.tn.gov/eWOTC/views/Employer/EmployerApplicationSearch.jsf

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18. The search page will be displayed

Work Opportunity Tax Credit

Department of Labor & Workforce Development

WOTC Dashboard WOTC Applications EMPLOYER JAMES DOE Logout

WOTC APPLICATIONS SEARCH Refresh

SSN : Enter SSN to First Name : Enter First Name to search Last Name : Enter Last Name to search Status : Choose Status Fiscal Year : YYYY

Date Type : Choose Date Type From Date : From Date To Date Other Actions : Choose Type

Expand the row to view more details about the Claim.

(1 of 1) 10

Application	SSN	First Name	Last Name	FY	Status
No records found.					

(1 of 1) 10

Total 0 records.

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19. There are several ways to search for the information that you need. Please choose one of the options under the WOTC Applications Search section. Using the tab key to move to the next section will populate the details rows.

TN

Department of
Labor & Workforce
Development

WORK OPPORTUNITY
TAX CREDIT

WOTC Dashboard

WOTC Applications

EMPLOYER

SIVA PEDI

Logout

EMPLOYER : TN DOL FEIN : 999999999

WOTC APPLICATIONS SEARCH

Refresh

SSN : 123456789

First Name : Enter First Name to sear

Last Name : Enter Last Name to sear

Status : -----Choose Status-----

Fiscal Year : YYYY

Date Type : -----Choose Date Type-----

From Date : From Date - To Date

Other Actions : -----Choose Type-----

Add New WOTC Application

Expand the row to view more details about the Claim.

(1 of 1)

1

10

Application	SSN	First Name	Last Name	FY	Status	Actions
453564	123456789	VZ	ZXC	2016	Pending Review	Actions

(1 of 1)

1

10

Total 1 records.

20. Click the arrow to the right of the application number to expand the selection. If it has been approved the target group and the certified date will be populated with the appropriate information. The Status section shows the current status of the application. For this particular individual, documentation is needed.

TN

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Labor & Workforce
Development

WORK OPPORTUNITY
TAX CREDIT

WOTC Dashboard

WOTC Applications

EMPLOYER

SIVA PEDI

Logout

EMPLOYER : TN DOL FEIN : 999999999

WOTC APPLICATIONS SEARCH

Refresh

SSN : 123456789

First Name : Enter First Name to sear

Last Name : Enter Last Name to sear

Status : -----Choose Status-----

Fiscal Year : YYYY

Date Type : -----Choose Date Type-----

From Date : From Date - To Date

Other Actions : -----Choose Type-----

Add New WOTC Application

Expand the row to view more details about the Claim.

(1 of 1)

Application	SSN	First Name	Last Name	FY	Status		Actions
453564	123456789	VZ	ZXC	2016	Pending Review		

Application Details

Cert Target Grp :		Certified Date :	
Hire Date :	03-04-2016	Start Date :	03-04-2016
		Application Received :	03-04-2016

(1 of 1)

Total 1 records.

21. Click the folder with the green arrow to see the application and any uploaded documents. This would include Certificates, denials, and needs letters.

The screenshot displays the 'Work Opportunity Tax Credit' (WOTC) Employer Application Search interface. The page is titled 'WORK OPPORTUNITY TAX CREDIT' and 'EMPLOYER'. It shows a search form for WOTC applications, including fields for SSN, First Name, Last Name, Status, and Fiscal Year. Below the search form is a table of applications. A modal window titled 'Application Documents' is open, showing a list of documents for a specific application. A green arrow points to a folder icon in the 'Actions' column of the application table.

WOTC APPLICATIONS SEARCH

SSN : [Enter SSN to search] First Name : [Enter First Name to search] Last Name : [Enter Last Name to search] Status : Pending Doc Fiscal Year : [Enter Fiscal Year]

Date Type : [Choose Date Type] From Date : [Form Date] To Date : [To Date] Other Actions : [Choose Type]

Expand the row to view more details about the Claim (1 of 1)

Application	SSN	First Name	Last Name	FY	Status	Actions
453592	235041892	SAM		2015	Pending Doc	[Folder Icon] [Actions]

Application Documents

File Name	Document Type	Submitted Date	Submitted BY	Download
8500.pdf	Form 8500	03-29-2016	TN-WOTC	[Download]
9061.pdf	Form 9061	03-29-2016	TN-WOTC	[Download]

11:24 AM 3/29/2016

**Department of
Labor & Workforce
Development**

WORK OPPORTUNITY
TAX CREDIT

SIVA PEDI ▾
Logout

EMPLOYER : TN DOL FEIN : 999999999

WOTC APPLICATIONS SEARCH
Refresh

SSN : <input type="text" value="123456789"/>	First Name : <input type="text" value="Enter First Name to sear"/>	Last Name : <input type="text" value="Enter Last Name to sear"/>	Status : ----Choose Status----	Fiscal Year : <input type="text" value="YYYY"/>
Date Type : ----Choose Date Type----	From Date : <input type="text" value="From Date"/> - <input type="text" value="To Date"/>		Other Actions : ----Choose Type----	

Add New WOTC Application

Expand the row to view more details about the Claim.

(1 of 1)10 ▾

Application	SSN ▾	First Name ▾	Last Name ▾	FY ▾	Status	
453564	123456789	VZ	ZXC	2016	Pending Review	<div> </div> <div> </div>

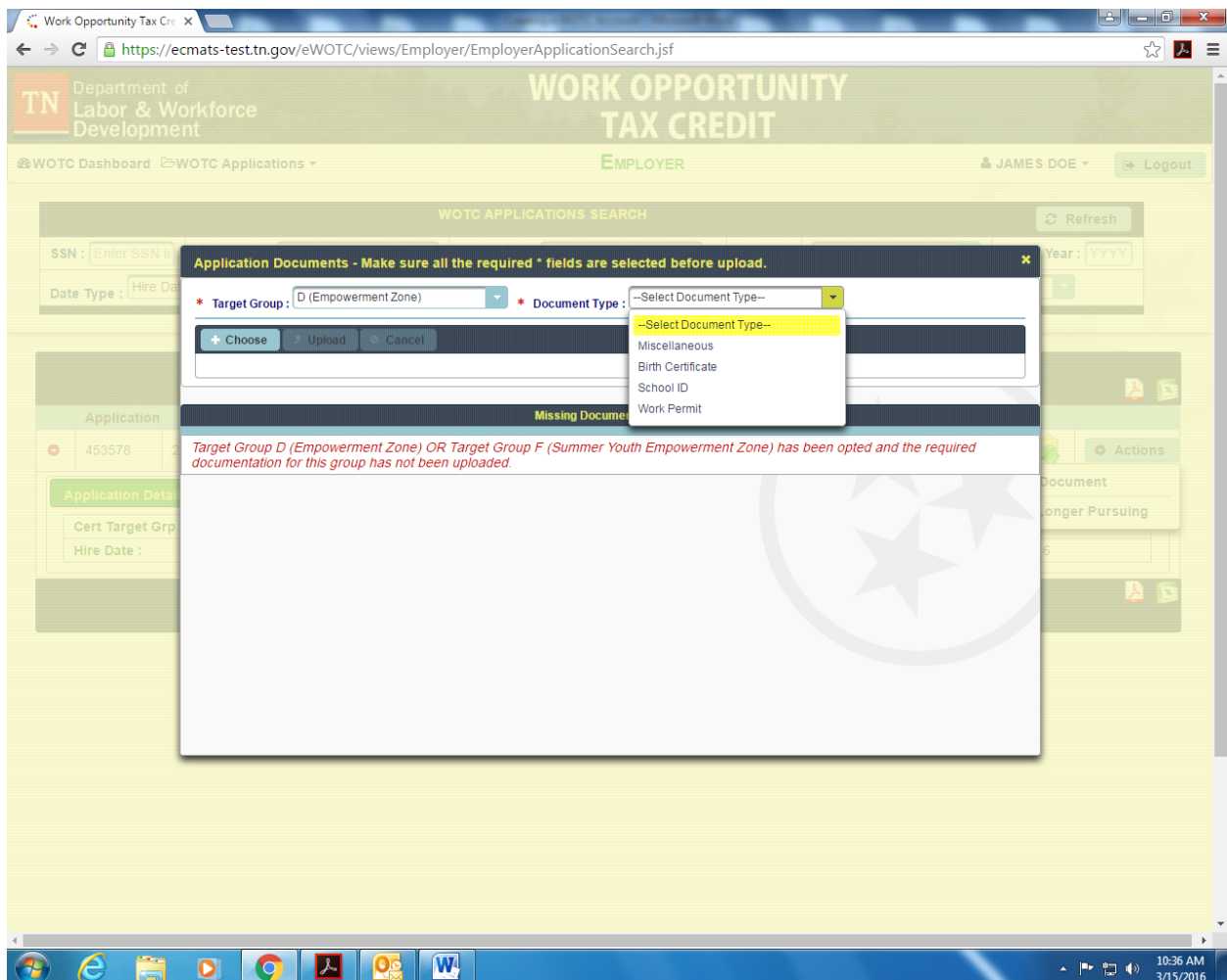
Application Details

Cert Target Grp :		Certified Date :	
Hire Date :	03-04-2016	Start Date :	03-04-2016
Application Received :	03-04-2016		

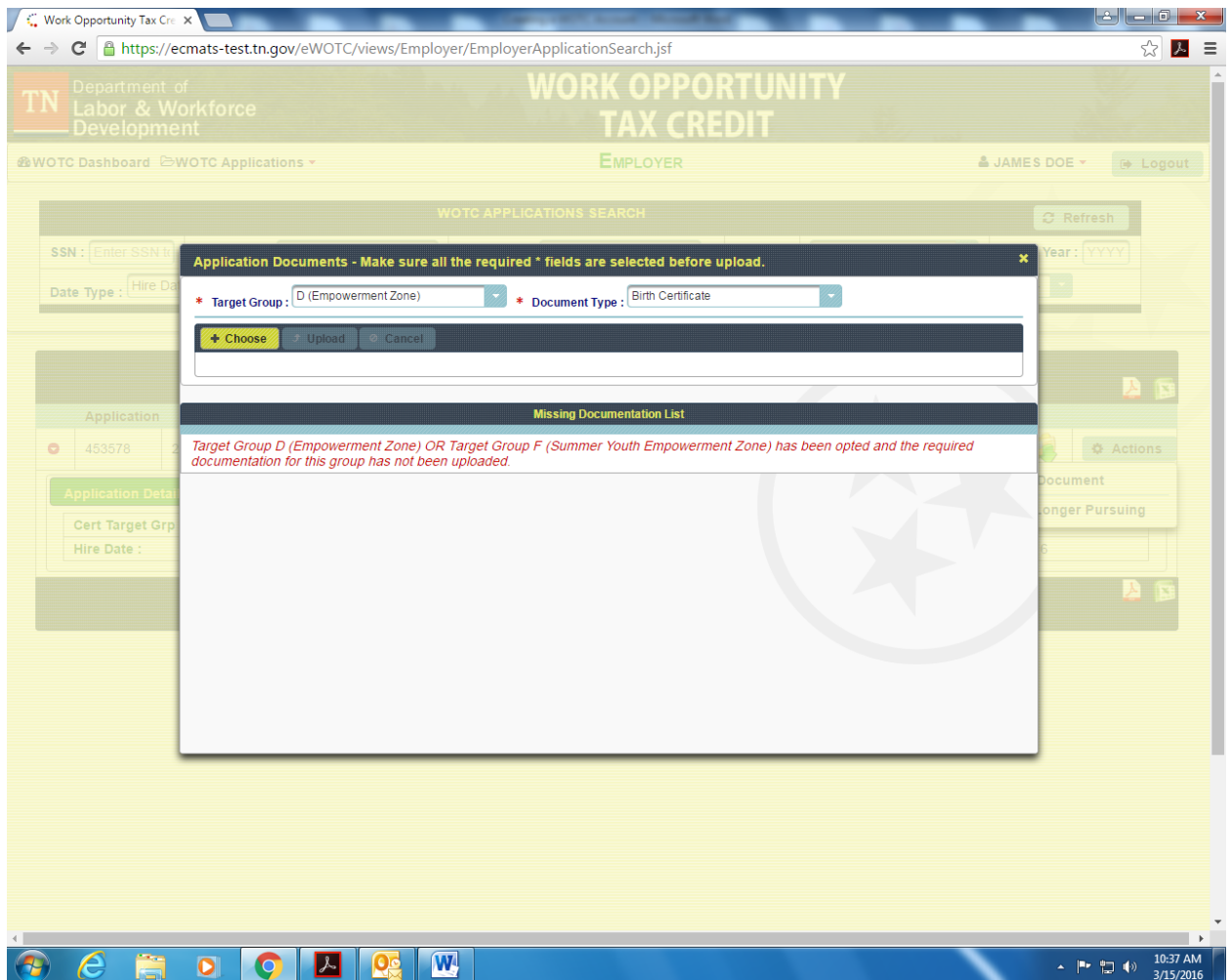
(1 of 1)
 10 ▾

Total 1 records.

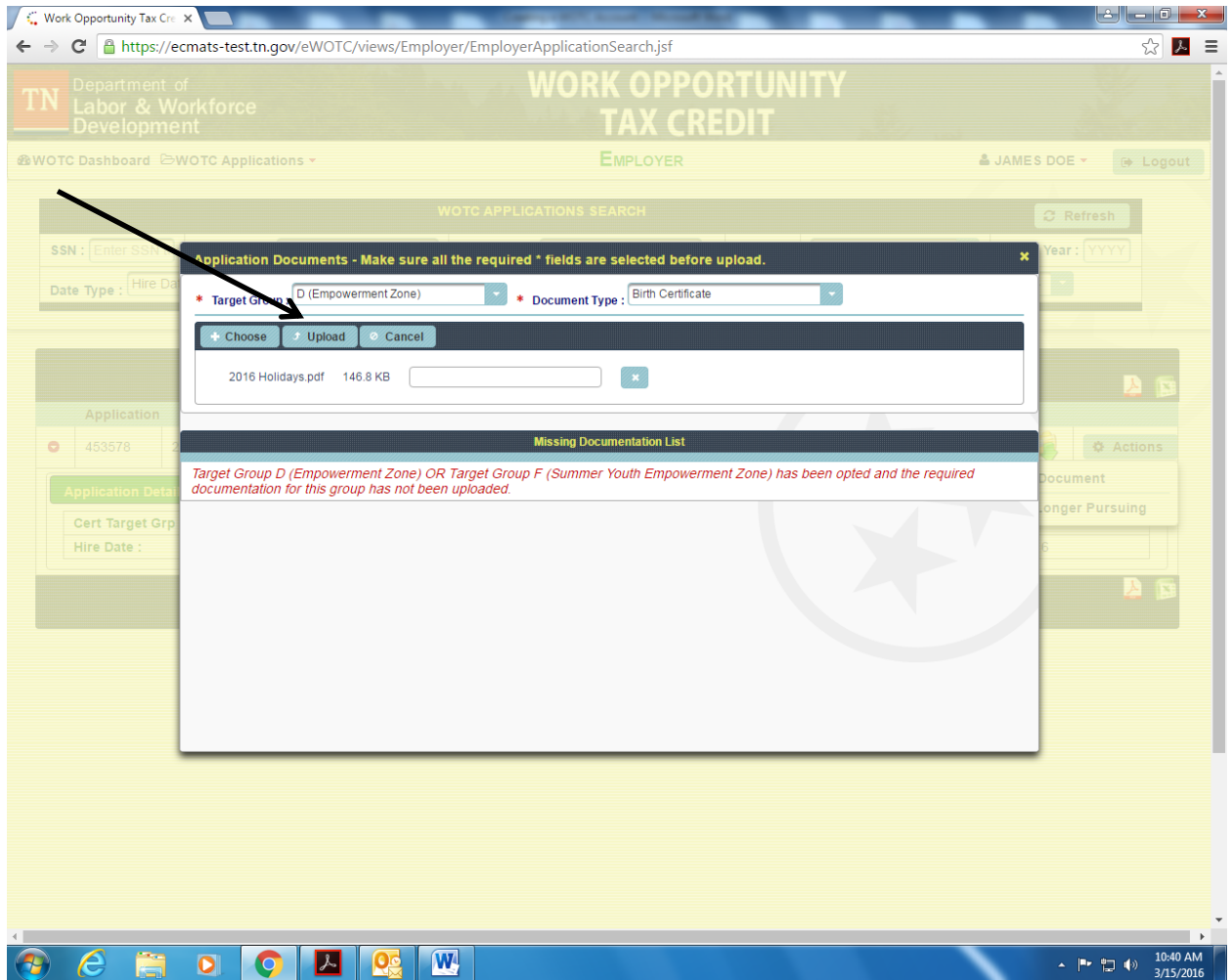
23. The targeted group that was entered during the application process is indicated in the Missing Documentation section. Choose the appropriate target group from the drop down menu on the left hand side of the popup window. These two must match. Click the arrow down next to document type and choose the appropriate documentation that you will be submitting.



24. Clicking the choose button will walk you through the process of finding the document that has been saved to your computer.



25. Click the upload button



26. The following screen will be displayed. Click the x button in the popup window to close it.

